Creators Basic Guide to Using UICapture (Windows)

All of the University of Iowa General Assignment Classrooms (GAC) are equipped with the recording software known as Panopto Recorder on Windows and Mac. To test or record outside of a GAC, download the software client from http://helpdesk.its.uiowa.edu/software/signin.htm

After downloading the software and setting up an account with your local IT support, you will be able to log into the Panopto Recorder with your HawkID credentials and record audio, video, Keynote and/or PowerPoint presentations and also have screen capture functionality.

UICapture requires one audio feed to produce a viable recording; therefore, some type of hardware such as a microphone or webcam with built-in microphone is necessary for capture purposes.

Windows Panopto Recorder: Login

1. Click on the Start Menu button in the lower-left corner of the Taskbar.
2. Click on All Programs.
3. Navigate to the Panopto folder.
4. Open the folder and select the Panopto Recorder icon.
5. Enter an applicable server address in the Server Address text box.
   - Please note that the server address/name will change depending on which sub-domain you have your Creator rights in. In the server address box, type: YourSubDomainName.uicapture.uiowa.edu.
   - If you don’t know which sub-domain you have creator rights to record in, check with the ITS HelpDesk (its-helpdesk@uiowa.edu or 384-4357) or your local IT support person.
6. Click on the Log in with HawkID button under Use External Login Providers:
   - Do not put your HawkID and password in the text boxes below the server address.

UICapture Website
http://its.uiowa.edu/uicapture
7. On the HawkID Tools page, enter your **HawkID** and **password**.

8. Select the **Sign In** button.

**NOTE:** You must log in before using Panopto the first time. If you are working on an AD-Authenticated machine (i.e. one where you have to input your HawkID and password to use), we recommend not logging out of Panopto when you shut the program down. What this allows you to do is make offline recordings even if you don’t have an active Internet connection and/or you have trouble connecting to the UICapture server.

UICapture Website

[http://its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)
Creating a New Recording

UICapture requires one audio feed to produce a viable recording; therefore, some type of hardware such as a microphone or webcam with built-in microphone is necessary for capture purposes.

1. Change the name of the session in the Record a new session called textbox:

2. To record, you must have a folder created for you by your local IT department. They will grant you the rights to save your recordings.

3. Click the downward triangle at the far right of the recording area.

4. Navigate to your specified folder on the server.

5. Hover over your folder row to get the Add New Session button to appear. Click it to select that folder for storing your recording.

6. Find the Primary Source area below the Record button.

7. Select your Audio device from the dropdown menu.

8. Do a sound check with your microphone. You ideally want the colored meter to register between 2–6 green bars when speaking into the microphone.
   a. You may need to adjust your computer’s sound settings in the Control Panel.

9. Standard or High quality refers to your video quality. We recommend Standard.

UICapture Website
http://its.uiowa.edu/uicapture
10. In the **Secondary Capture Sources** area, you can check the checkboxes to **Capture PowerPoint** and **Capture Screen**.

11. If you have selected to run a **PowerPoint** presentation within the Panopto software, you can open the presentation by going to the **PowerPoint tab**.

12. Select **Open a Presentation** to load up the PowerPoint you wish to record.

13. **Enable editing** in PowerPoint if prompted. *(Not doing so will cause some issues with how Panopto deals with the slides.)*

14. Press the **Record** button to begin recording. Alternatively, you may press the **F8** key on your keyboard to begin recording.

15. Press the **Pause** button to pause the recording. Alternatively, you may press the **F9** key on your keyboard to pause the recording.

   - As a backup, the **Panopto Recorder** continues recording all content while the Pause button is selected but it will not show up to your viewers.

   - You can recover paused content by logging into your sub-domain with a browser and using the Panopto Editor to unblock content. This is helpful in case you forget to un-pause a recording.

16. Press the **Resume** button on the Panopto Recorder to resume recording. Alternatively, you may press the **F9** key on your keyboard to resume.
17. Press the **Stop** button to end your recording. Alternatively, you may press the **F10** key on your keyboard to end the recording.

18. You will then be taken automatically to the "Recording Status" tab.

   - You will be able to watch the progress as your recording is uploaded (the green bar) and verified (the orange bar) on the server.
   - If you are in a General Assignment Classroom, once you see **Waiting to be processed** in the Status/Link column, you can safely close the Panopto Recorder and log out of your machine.

**NOTE:** All recordings, regardless of you uploading them to the server or not, are saved to the hard drive of the computer you record them on. In the General Assignment Classrooms (GAC), the hard drives of Windows machines are usually reformatted once a semester. However, if a GAC machine is experiencing problems or the hard drive is approaching full, it can be wiped at any time. Please do upload your files as soon as you’re done recording them!
Accessing Uploaded Recordings

There are two ways for creators to access your recordings once they have been uploaded to the server:

- Through the Panopto Recorder’s **Recording Status** tab (only available on the same computer you recorded on).
- Through the website interface: [http://(your sub-domain).uicapture.uiowa.edu](http://(your sub-domain).uicapture.uiowa.edu)

1. Input the server address into the **URL bar** of your browser.
2. Make sure **HawkID** is selected as the drop down for **Login Using**.
3. Use the **Log in** button.
4. Input your HawkID and Password and select the **Sign In** button.
5. In the left-hand column, under the **dropdown**, select your folder.

6. You will then get a list of all the recordings available for you to view.

UICapture Website
[http://its.uiowa.edu/uicapture](http://its.uiowa.edu/uicapture)
Creators: Editing a Recording

The editor allows you to:
- Cut out pieces of your recording or unhide pieces that may have been recorded while on pause, but which you want viewers to see.
- Close-caption your recording.
- Add extra video or audio clips/slides/etc. if they already exist within Panopto.
  - If you want to add external clips, you will need to talk to your campus IT support person about an add-on called Unison.

The editor will not allow you to change the volume of the audio track.

**Note:** It is strongly recommended that you make a copy of your recording before making edits.

1. **Hover** over the row of the recording you want to edit.
2. **Move** your cursor to the far-right column called **Actions**.
3. Select the **Settings** gear.
4. Click on the **Manage** tab.
5. Under **Copy Session**, click on the **Copy** button (You can rename the session as needed).
6. A copied version of the UICapture Training Test recording (or whatever you named your recording) will be created in a few moments.
7. Locate the copied recording and click the **Edit Clapperboard** under **Actions**. This brings up the editing window.
8. Uncheck **Preview Edits**.

UICapture Website
http://its.uiowa.edu/uicapture
9. **Dragging** the far left yellow pull tab on your video to the right will cut off the designated portion of the video from the beginning.

![Dragging the yellow pull tab](image)

10. **Darker gray areas** signify where the recording had been paused, or a section that has been cut from the video. These are held in place by **Yellow Handles**.

![Darker gray areas](image)

11. Press the **Magnifier** button 2-3 times to zoom in on the tracks.

![Magnifier button](image)

12. Use the **red play bar** and **Play/Stop** buttons to find where you currently are in the recording.

![Play bar and Play/Stop buttons](image)

13. Select the **Scissor** button to set up a cut.

![Scissor button](image)

14. **Click once** to place the cut starting point.

15. Then, **move the cursor** to cover the area you want to remove and the yellow/gray highlight will follow.

![Move the cursor](image)
16. **Click a second time** on the other side of the unwanted section designate the cut spot.

17. Fine tune with the **yellow handles**, if needed.

18. To un-hide the cut portion, click and hold one of the **yellow handles** and drag it to the adjacent **yellow handle**, thus bringing them together.

This will appear when you drag them together.

Click **OK** to complete the edit. You have successfully revealed the hidden section.

19. To create comments/sub-titles, move the **red play bar** to the beginning of the recording inside your first cut. (*The **red play bar** will not always start precisely where you want it to when you have just moved it by clicking on a new spot. It is best to put it several seconds before the part you want to listen to.)*

20. Press **Play**.

21. Note where the first portion of relevant audio is outside the cut.

22. Move the **red play bar** back to the start of the audio and **pause**.

23. Select the **Caption** button in the upper right corner of the lower-left window.

24. Type your sentence in the **Caption** textbox at the bottom of the window.

UICapture Website

http://its.uiowa.edu/uicapture
Type text below and then press 'Enter' to add a caption at play position, or use the button below to select where to add a caption.

Welcome to today's talk on "What is UICapture."

25. Press **Enter** to add the caption at the selected play position.

26. To exit and reprocess the recording, select the **Save** button at the top right of the window.

27. Select **Save and quit**.

28. Close the **Edit Session** window.

[Image of the UICapture website]
Archiving an MP3 or MP4 for the Offline Viewer & Subscribing to Recordings in iTunes

Let's take a look at how you would archive an MP3, MP4 or the Offline Viewer. By default, MP3 and MP4 creation is enabled on each folder. If you do not need an MP3 or MP4, please let your IT support person know and it can be turned off. This will save space on the server and speed up your processing time slightly.

1. Hover over the original recording’s **Actions** column.

2. Select the **Settings** cog.

3. Select the **Outputs** tab.

Once you’re on that tab, in the upper right **Panopto Viewer** section you can click on **Download offline viewer**. Please note that the **Download offline viewer** feature is not available in the domains where **SmoothStream** is turned on.

The offline viewer recreates the online experience by including the html player minus the notes and search features.

In the upper left section, you can choose to **Play** or **Download MP3**. You can also **Subscribe to this folder in iTunes** or using **RSS**. If you select the iTunes version, you will be prompted to launch iTunes and then iTunes will “subscribe” to your MP3s and will display new downloads when they are available. Subscribing to the RSS creates an XML file for you to embed in a web page.

UICapture Website
http://its.uiowa.edu/uicapture
If you want just an MP4, select the type of output you want from the dropdown in the **Video Podcast** section and click the download link. The different **Video Podcasts** formats are the following:

- **Primary Video Only** – only displays from main video camera
- **Secondary Video Only** – Formatting to this selection will only display the secondary video source of your session.
- **Picture-in-Picture** – displays screen capture/PowerPoint in main screen with video camera feed in smaller picture
- **Side-by-Side** – displays screen capture/PowerPoint in large screen on left, video camera feed in smaller rectangle on right.
- **Tile All Streams** – The preferred podcast type for viewing on iOS devices. This format does not show PowerPoint slides, but the view will accept and display up to three other secondary sources at once.

You can choose the desired quality of the podcast output. The different quality types are the following:

- **SD-480p Low Quality** – Resolution: 480x720, Frame Rate: 15fps, Bit Rate: 250 kbps
- **SD-480p Medium Quality** – Resolution: 480x720, Frame Rate: 30fps, Bit Rate: 500 kbps
- **SD-480p High Quality** – Resolution: 480x720, Frame Rate: 30fps, Bit Rate: 750 kbps
- **HD-720p** – Resolution: 720p, Frame Rate: 30fps, Bit Rate: 1.5 mbps
- **HD-1080p** – Resolution: 1080p, Frame Rate: 30fps, Bit Rate: 2 mbps

If you do not have a video camera feed, the output formats will drop that feed and only show the screen capture/PowerPoint.

You can also subscribe to the MP4 output in iTunes or RSS.

We don’t recommend using the **Embed tag** code unless you are working with html on a web site. If you want to embed the link for your recording in ICON, use the URL listed on the overview page (see **Windows Panopto Recording: Sharing Using ICON** after exercise 6.)
Sharing videos on ICON

Sharing recordings with students and other audience members requires them to be added to your private folder as “viewers” or for your folder to be set as “public.”

1. Click on the **Settings** icon in the last column at the end of the row for the session (i.e. recording) that you want to share.

2. Copy the URL provided in the **Viewer Link** area.
   - For example:

3. Paste the link into your ICON course site.
   - Below is an example of two possible ways to do this:

   A. **Content** ✨QuickLink topic
   B. **Homepage** ✨News Item
A. ICON Content Page QuickLink

QuickLink Step #1
Create New Topic

QuickLink Step #2
Click on QuickLink

QuickLink Step #3
Choose Parent Module

QuickLink Step #4
Title the link

QuickLink Step #5
Paste in URL

QuickLink Step #6
Click Save

UICapture Website
http://its.uiowa.edu/uicapture
B. ICON Homepage News Item Example

News Item Step #1
Click Plus icon

News Item Step #2
Insert Headline

News Item Step #3
Click QuickLink icon

News Item Step #4
Category: URL

News Item Step #5
Paste URL here

News Item Step #6
Give link a Title

News Item Step #7
Choose New Window

News Item Step #8
Click Insert
New Item

- **Headline:** UICapture Recording 1
- **Content:** Basic

**Availability**
- **Start Date:** May 11, 2011, 9:53 AM
- **End Date:** May 12, 2011, 12:00 AM

**Attachments**
- Add a File

**Additional Release Conditions**
You must first save the News item before you can add Release Conditions.

News Item Step #9
Click Save